

### **DEPUTY COURT ADMINISTRATOR**

# Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the non-judicial operations of a division of the City Court; to perform a variety of complex tasks related to court administration to include court services, case flow and records management, staffing and facilities; and to provide responsible administrative support to the Court Administrator in areas such as policy implementation, regulatory compliance, budget administration, automation, facilities, caseflow management, court security and procurement.

## **Supervision Received and Exercised:**

Receives direction from the Court Administrator or Presiding Judge.

Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Plan, organize and supervise the non-judicial activities in the civil and/or criminal divisions of the Tempe City Court; recommend and assist in the implementation of goals and objectives; establish schedules and work procedures for supervisory and clerical personnel; implement policies and procedures.
- Serve as Custodian of Record.
- Plan, prioritize and supervise the work of non-judicial staff involved in court, customer and/or financial services areas of the court; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Evaluate operations and activities in assigned areas of responsibility; recommend improvements and modifications; prepare various reports on operations and activities including statistical reports of court cases; participate in long-range planning and program development.

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Deputy Court Administrator (continued)

- Have a working knowledge of the Criminal and Civil Divisions as well as the Financial Services Team of the court, provide supervision of both divisions as needed and rotate to both divisions on an on-going basis.
- Review procedures and implement operational changes as required in such areas as security and employee safety, automation development and operation, case flow and jury management, and facilities planning.
- Develop and manage special court projects.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures.
- Provide information for and participate in Request For Proposal (RFP) process and contract preparation; monitor vendor compliance with contractual services, facilities planning and space utilization.
- Coordinate activities of the City Court with other departments such as the police department, and external agencies as well as the media and the general public; prepare and deliver presentations; serve on various committees and boards as required to coordinate, share and improve existing resources.
- Serve as faculty for the Tempe Learning Center, City of Tempe and community agencies and court organizations.
- Provide technical assistance to staff, groups and agencies.
- Respond to inquiries and complaints from customers and the public; provide information on the policies, procedures and activities of the Court as required.
- Schedule and conduct division and staff meetings; ensure effective communication on criminal justice activities among the Court, Police Department, City Attorney's Office and the Prosecutor's Office; serve as liaison with other City departments regarding changes in operating procedures or implementation of new systems.
- Investigate and resolve complaints regarding the non-judicial operation of the Court; develop and implement operating methods to improve operational effectiveness, increase revenues, and reduce operating expenses which will improve the quality of service to customers and the public.
- Maintain petty cash fund, oversee distribution of funds and maintain security of petty cash; delegate and monitor such activities as preparation of requisitions and billing, supply inventory and ordering supplies.

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Deputy Court Administrator (continued)

• Review and approve payroll, attendance, overtime and compensatory records; pre-

approve departmental overtime requests.

Perform related duties as assigned.

**Minimum Qualifications:** 

**Experience:** 

Four years of increasingly responsible management experience in the operation of a Court, including a minimum of two years at the supervisory level.

**Education:** 

Equivalent to a Bachelor's degree from an accredited College or University with major coursework in court administration, criminal justice, public administration or degree related to the core functions of this position is required. A Masters Degree and/or ICM Fellowship

designation is preferred.

**Licenses/Certifications:** 

None

**Examples of Physical and/or Mental Activities:** 

(Pending)

**Competencies:** 

(Pending)

Job Code: 400

Status: Exempt / Unclassified